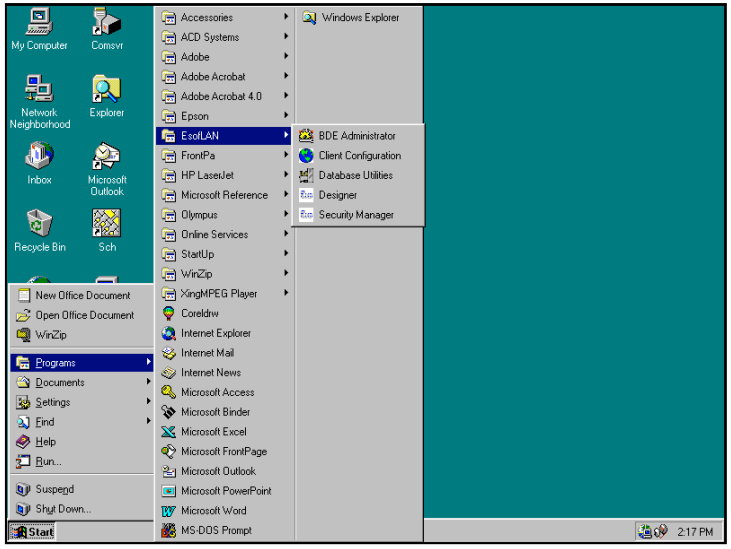
CHAPTER 1

1. HOW TO START THE *EsofLAN* PROGRAM MODULES

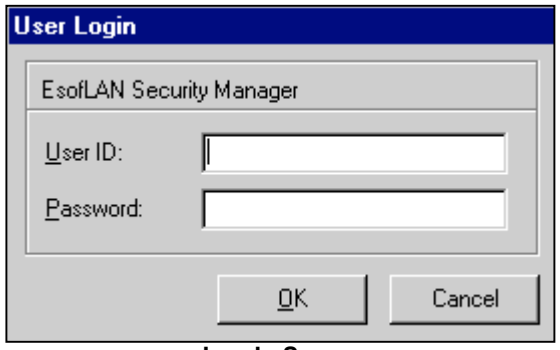
To start the ***EsofLAN*** program, click the "Start" button on the Status Bar. Then, click the "Programs" and click again on "***EsofLAN***" on the item list.



1.1 *EsofLAN* FOLDER

Click on the 'Security Manager'. This is the Alarm Monitoring and Card Access Management program. The log-in screen for Security Manager will appear.

1.2 LOG IN SCREEN



Log-In Screen

Key in your User ID Name and Password. Then, press 'OK' Key. (The default name for both the User ID and Password are 'elid'.)

* Click 'Cancel' button to quit the program.

1.2.1 Main Screen

The ***EsofLAN*** Security Manager Screen with a picture of Main Building:

***EsofLAN* Security Manager Screen**

EsofLAN Security Manager is responsible for the following operations:-

i. Monitoring Controller and Alarm Transactions
ii. Controller and I/O Point Control
iii. Controller Parameter Configuration
iv. Card Configuration, Downloading and Verification
v. Transaction Reporting
vi. Simple Time Management (TMS)

1.3 BAR COMMAND FOR SCREEN

1.3.1 Top Bar

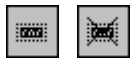
The Top Bar can be seen at the top of ***EsofLAN*** Manager screen.

Top Bar

Label

- Left-hand corner label is the Workstation Name. In this example, it is identified as KLCHONG.
- The second label indicates the User Name. It displays the Global User Name shared by all workstations.
- The third label is the current Floor Plan Name. It is also used as an Alert Banner. It shows all alarm statements that have not been acknowledged. If there are more than one alarm statement they will be scrolled in the column. It displays the title of current Map/Floor Plan if no alarm has been triggered.

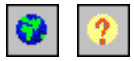
Icons (Pictorial Buttons)



These buttons toggle whether to display the labels of items/devices or not to.

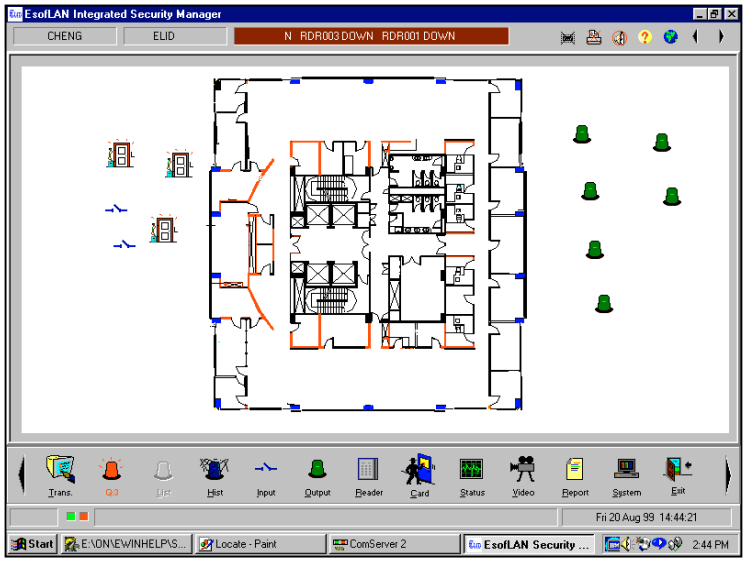
To activate or to deactivate online printing for transmitted data. This is applicable to Dot Matrix Epson printer only.

To switch On or Off the PC's Audio Alert Sound.



(Left) Back to the Home Screen.
(Right) It is on-line help.

Scroll the Maps/Floor Plan.



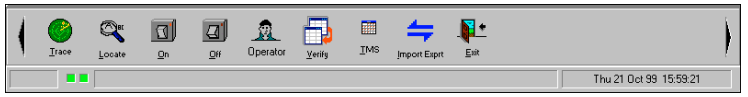
The middle white portion of this Main Screen serves the purpose of displaying Floor Plan.

There are a number of buttons located in the bottom panel of the screen. Left arrow key allows you to see other command buttons. You will see in Part 1.4, all the button that is found in the bottom panel of the screen.

1.4 BOTTOM COMMAND BAR

- **Trans/Map** - This button is to activate the online transaction log and toggle with the Floor Plan or Graphics.

- **Queue** - Alarm Response Table. Click this button when it is in red color to acknowledge alarm
- **List** - Disarmed Point List
- **Hist** - Alarm Acknowledge Records
- **Input** - Input Points Properties
- **Output** - Output Points Properties
- **Reader** - Reader Database
- **Card** - Cardholder Database
- **Status** - Device Status
- **Video** - Video Comparison & Verification
- **Report** - Report for Access Control & Alarm Monitoring
- **Exit** - Quit the 'Security' program



- **Trace** - Area Trace
- **Locate** - Locate Card Holder/Reader
- **On** - Switch on Output Points
- **Off** - Switch off Output Points
- **Operator** - Define ***EsofLAN*** User and Access Right
- **Verify** - Determination of cards validity by verifying and rectifying
- **TMS** - Time Management System
- **Import Export** - Import of cards and exports of transactions
- **Exit** - Quit the 'Security' program

Note the “often use” buttons below. Commands in this panel are divided into the following categories. In Chapter 3, you will be able to find full descriptions of these commands.

Reader	CARD, READER, VERIFY
Output	Output, ON , OFF
Input	Input
Transaction	Queue, List, History, Report, Status
Personnel Tracking	Trace, Locate
ID Photo	Video
System	System, Map, Transaction, Exit
Operator Setup Module	Operator
Time Management Module	TMS
Import and Export Function	Import and Export

CHAPTER 2

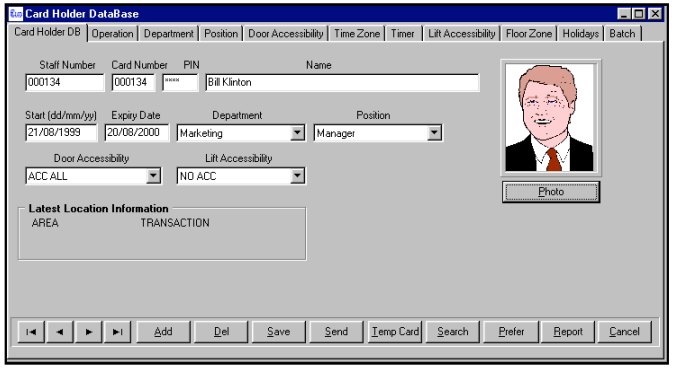
2. COMMAND BAR

2.1 CARD OPERATION

There are 11 Forms for the setting of card information:-

i. Card Holder Database
ii. Card Holder Operation
iii. Department Definition
iv. Position Definition
v. Door Accessibility
vi. Time Zone
vii. Timer
viii. Lift Accessibility
ix. Floor Zone
x. Holiday
xi. Batch Add/Delete

2.1.1 Card Holder Database



Card Holder DB Screen

In CardHolder Database form, you will find the following parameters:

- Staff Number

To define unique Staff Number by means of a numbering system relevant to user. Staff Number System can be different from that of Card Number. Maximum field length is 12 characters.

- Card Number

To define unique Card Number relevant to a controller. Field length is 6 digits.

- PIN

To assign 4-digit Personal Identification Number.

- Start and Expiry Date

To define valid period for cardholder. These date fields will only be supported in the future release.

- Department

To define the department a cardholder belongs to. Refer to Department Definition Form.

❑ Position
The position of a cardholder in the organization/company. Refer to Position Definition Form.

❑ Temporary Card
To assign another card to a cardholder for temporary use.

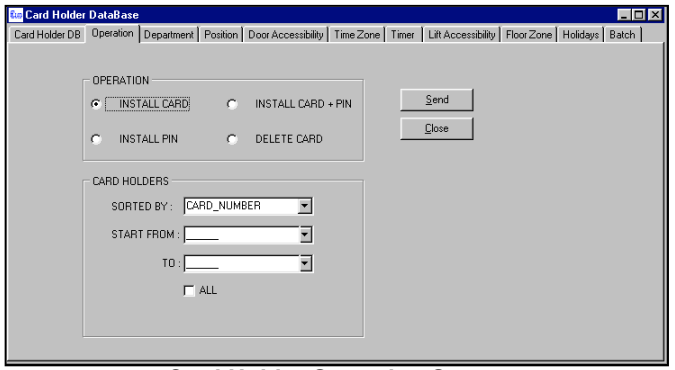
❑ Door Accessibility
To define which door and the time frame relevant to a cardholder.

❑ Lift Accessibility
To define the floor(s) and lift(s) relevant to the access of a cardholder.

❑ Photo
To store photograph of the cardholder. Photo must be in BMP format, of size 100(W) x 120(H) pixels. Photo area out of the specified boundary will not be visible.

❑ Prefer Button
This function allows user to choose whether to automatically send data to controllers or send only upon request.

2.1.2 Card Holder Operation



Card Holder Operation Screen

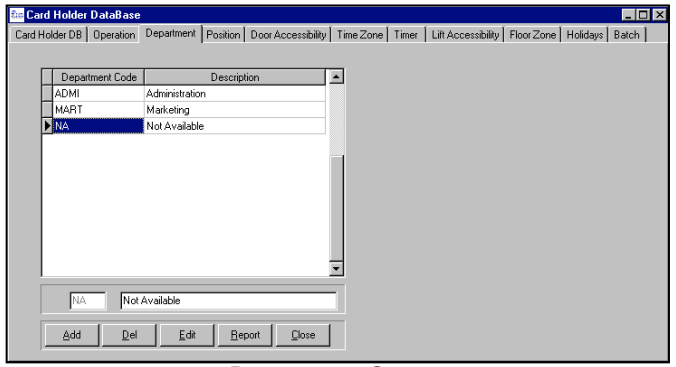
- Install and Delete

One can select a range of cards to be installed or deleted. Install means uploading all information of cards and cardholders stored in database to controllers. Delete means removing all records of cards and cardholders from controllers.

Note that Batch Adding of Cards is different from this context. Cards Batch added does not contain any information and controllers do not hold any records of the cards. They are recorded only in the ***EsofLAN*** database. Batch Deleting of Cards means purges all records from both database and controllers. Where else, deleting of cards by means of this Form is only purging records from controllers. One can still see deleted cards from Card Holder Form.

2.1.3 Department

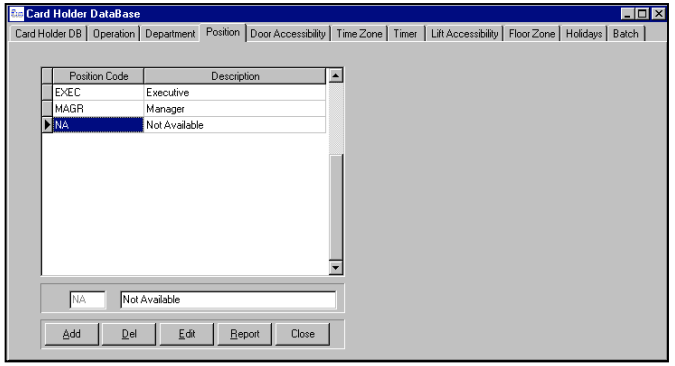
This Form allows for the input of Department Codes and their Descriptions for cardholders, relevant to an organization. Once defined, a Department Code cannot be edited but only its description.



Department Screen

2.1.4 Position

The Form is used for the definition of Position codes and their descriptions for cardholders relevant to an organization. When edited, only descriptions can be changed, not the Tagged Position (or Position Codes).



Position Screen

2.1.5 Door Accessibility

This table allows for the categorization of staff's accessibility to secured doors controlled with time zones. With reference to the Form below, for example, a person assigned with Door Accessibility 'DC_EVENG' can only access doors with mounted controllers RDR001 to RDR004 and during time zone 'TZ_EVENING'. 'ACC ALL' means Door Access is not constraint by any time zone.

To efficiently set up this database would require that all staff be clearly categorized beforehand **(also, Timer and Time Zone must be pre-planned and defined)**. Grouped Accessibility requires a Tag Name. Each Tag can be used for intended group of staff or cardholders. Refer to Card Holder Database Form.

- Buttons in the Form

To add a selected reader and particular Time Zone record.

To replace existing record with a different reader or Time Zone.

To remove existing selected record in the list box of reader and Time Zone.

- EDIT

To change readers and Time Zones, accessibility Tag Name cannot be changed.

See Time Zone and Timer.

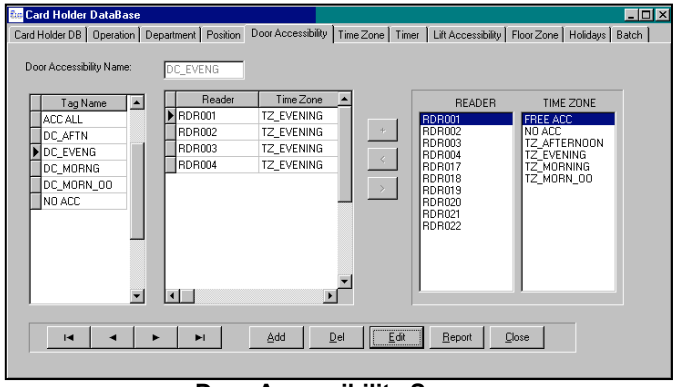
- ADD

To add a new set of Door Accessibility.

- DELETE

To delete a set of Door Accessibility Record.

In this context, reader's labels in the Form below are controllers. So, a controller connected to 2 readers for the purposes of entry and exit share the same Door Accessibility. The physical 2 readers in this sense cannot have separate set of Time Zone.

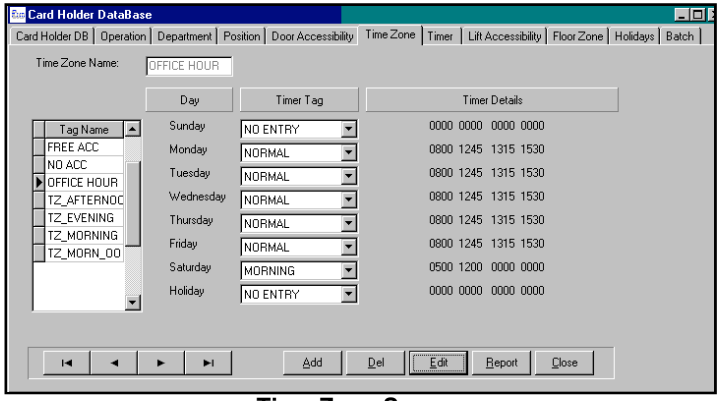


Door Accessibility Screen

2.1.6 Time Zone

A set of Time Zone consists of 8 Timer Tags, each one serving for Sunday to Saturday and a particular holiday. System allows user to set 8 different Timer Tags to make up one Time Zone. However, this will be complicated for management purposes. Normally, a particular timer is repeated over a few working week days.

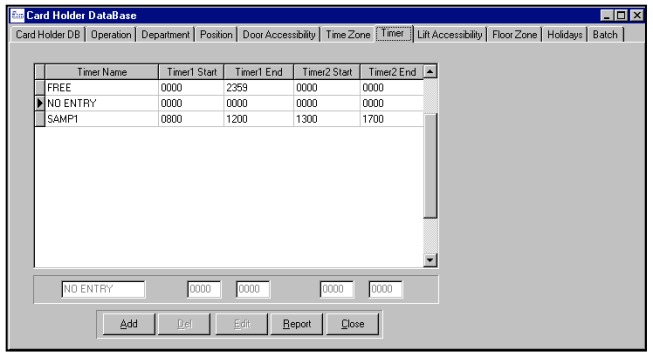
The maximum number of Time Zone record is 10. These 10 Time Zones could be used to serve various groups of staff or departments, as some may require shifts on most days while others have fixed working hours.



Time Zone Screen

2.1.7 Timer

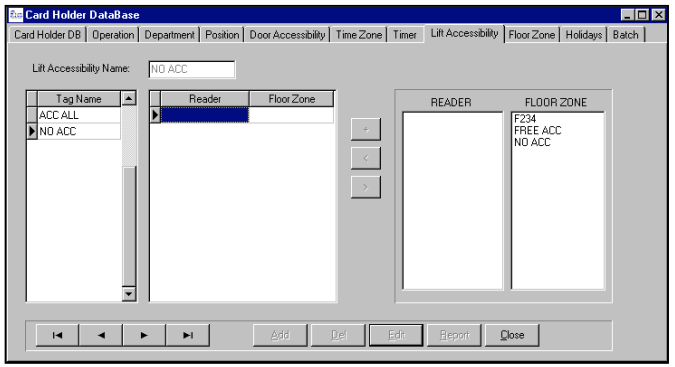
A Timer requires a Name Tag. Each one is divided into 2 periods (with start and end). The periods are named Timer 1 and Timer 2. One period can be sufficient for certain users. Time format is hhmm (hours and minutes), 24 hourly, between 0000 and 2359. One cannot enter a Start Time greater than End Time, for it will carry no meaning. A controller reads timer on a daily basis and a timer of one day cannot be mixed with another timer of the following day.



Timer Screen

2.1.8 Lift Accessibility

This command is logically analogous to Door Accessibility, and allows you to give a Tag Name to categorized Floor Zones that are to be secured with controllers. For this, it means you can designate each Floor Zone with one controller or with multiple controllers. In this context, Reader means Controller. Physically, only either one of the two readers of a controller can be applied, at present. Note that only Lift Controllers apply to this function. Refer also to Floor Zone in Part 2.1.9.



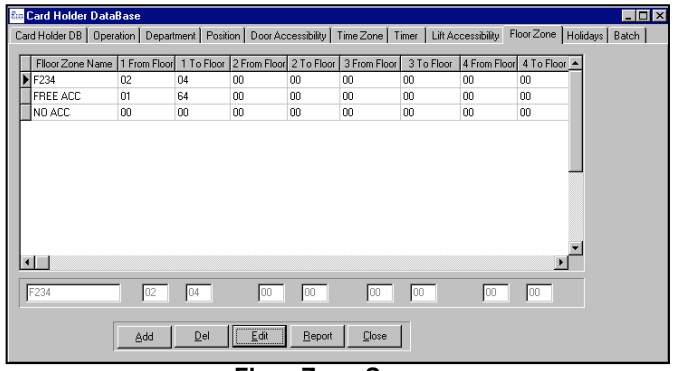
Lift Accessibility Screen

2.1.9 Floor Zone

One can define several floors of a building to make up a Floor Zone. Each Floor Zone is tagged with a name.

Selective floors could be grouped together but still categorize them as a Floor Zone. Here, a maximum of 4 groups is provided for a Floor Zone. For example, Floors 2 to 4, 8 to 10 and 12 to 14, making up of three groups can be defined as a Floor Zone. This might be because these are the working floors. Floors 5 to 7 and 11 might be applied to other activities, and therefore, zoned separately. See Lift Accessibility.

Both, 'FREE ACC' which means full access to 64 floors and 'NO ACC' which means absolutely no access. Both of these are system default settings. They cannot be deleted.



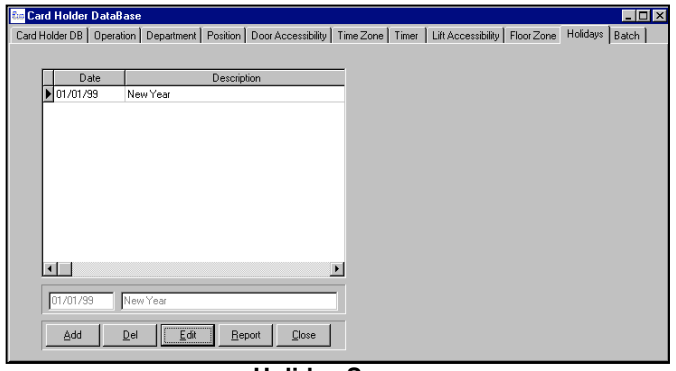
Floor Zone Screen

2.1.10 Holiday

You can store up to 20 holidays. You might store holiday records for other years, but only those of current year's holidays (base on PC time) will be downloaded to controllers.

The two-digit year ranges from 1990 to 2089. This means that digits between 90 and 99 will be read as 1990 and 1999, digits between 00 and 89 will be read as 2000 and 2089.

When edited, only holiday description of specified date can be changed.



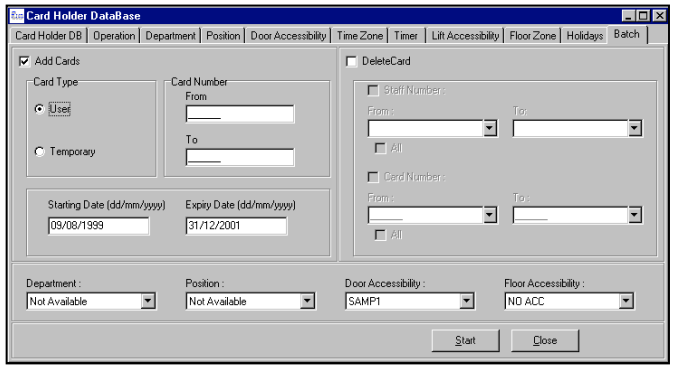
Holiday Screen

- Batch Add/Delete

This function is used for adding and deleting User or Temporary Cards by Batch (the Chunk).

- Adding A Batch Of Cards

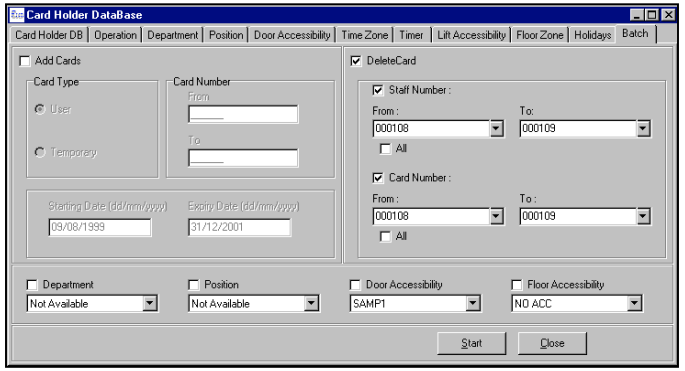
Radio buttons under Card Type allows selection of either user or temporary type of card. The Card Numbers are not to be repeated for both temporary and permanent uses. When adding the user type of cards, predefined information such as Department, Position, Door Accessibility and Floor Accessibility can be selected at the same time. However, take note that temporary cards can only be declared solely for their numbers as the rest of the information will be dependent to temporary attachment during use.



Batch Screen (i)

- Deleting A Batch Of Cards

Deletion of cards can be selected using Staff Number/Card Number (click on the checkbox), and / or together with one or several of the conditions specific to particular Department, Position, Door Accessibility or Floor Accessibility, whichever way an operator requires.



Batch Screen (ii)

2.2 READER OPERATION

Reader Database Screen

There are 8 Main Configuration Screens/Forms :-

- Reader Detail
- Operation
- PIN Code Entry
- Log Transaction
- Alarm Transaction
- Time Zone
- Timer
- Floor Zone

The parameters are grouped for the convenient of sending them to controllers. Reader Operation in this context does not provide any processing. Data of each of the parameter will become instructions to designated controllers.

2.2.1 Reader Detail

- Automatic Lock Release

This defines the time during which you want the door to be unlocked. For example, if you set the Time Zone to "OFFICE HOURS", then the door will be unlocked automatically during office hours.

❑ Automatic PIN Disable Time Zone

This defines the time and day during which you want a controller or controllers to allow access without the need of user PIN. For example, if you set Time Zone to a certain "OFFICE HOURS", then designated controllers will switch to card only mode during office hours, but back to requiring both in Card and User PIN for access after the period, for all designated days.

❑ Anti-passback Delay

(This function does not apply to EL12XX.)

Anti-pass Back on one reader can be set to one of the 3 modes :-

- None

  Do not apply Anti-passback.

- Time

  To set a period of time to prevent a cardholder from either Multiple Entry or Multiple Exit, immediately after first access. The delay time or latency period (in minutes) before triggering the Anti-passback can also be set.

- Reader

  To prevent a cardholder from successive Multiple Entry or Multiple Exit. It involves 2 controllers. A defined controller with Anti-passback, using the Entry Reader and Exit Reader keeps track of whether a person is in or out of the area protected by the controller. If he is IN, then he is only allowed to go out, If he swipes again in the Entry Reader, he will raise an alarm.

In this command, the delay time for the triggering of Anti-passback (Time Mode) can be set.

Note that to apply Global Anti-passback, user is advice to seek Technical Manual or Technical Support of ELID to check the availability of an external setting. The routine is simple but user may not have a direct access to external application.

❑ Anti-passback Reset Time

(This function does not apply for EL12XX Controllers.)

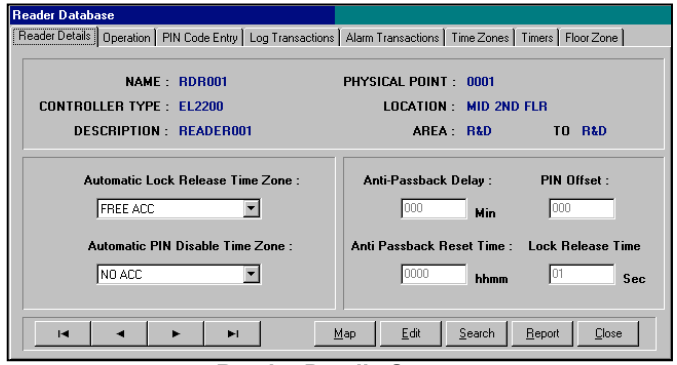
Enter the hours and minutes at which Anti-passback is to be automatically reset (freeing locked access) to all designated controllers. This is applicable only when Anti-passback is set to "Reader Mode".

❑ PIN Offset

This refers to the number of digits to be skipped/offset before device reads actual PIN Number from a card. This parameter is applied to EL20xx Controllers. Please refer to the EL20xx User Manual for further explanation.

❑ Lock Release Time

This value, in seconds, define a time delay for door, before relocked.



Reader Details Screen

2.2.2 Operation

All command parameters relative to controllers are provided in the Form, in order to allow user to send predefined data selectively or by the complete set to controllers. This command is useful whenever minor changes or reconfiguration is needed for resetting.

❑ Reader Select

This menu resides at the right side of the Form. A range of readers/controllers can be selected by means of "From Reader" and "To Reader". In this context, the reader means controller. Alternately, one can select only required readers by checking on "Selected Readers" and refer to its immediate "..." button to prompt another Form, Selective Reader.

❑ Selective Parameters

This menu resides at the left side of the Form.

❑ Control Signals

❑ Permanent Lock Release

To unlock door indefinitely.

❑ Inhibit Access

To lock door indefinitely (even inhibiting valid cardholder from opening door).

❑ PIN Mode

To require PIN alongside card to access.

❑ Anti-passback

To set to Timer or Reader Mode. 'None' means not to apply Anti-passback. For further reference, refer help through Designer under the same Anti-passback topic.

❑ Parameters

With reference to the bottom left of the Form, the data of these parameters are expected to have been predefined elsewhere. In this context, user is liberated to select only required parameters by checking on the relevant boxes to update them on controllers.

❑ Send Button

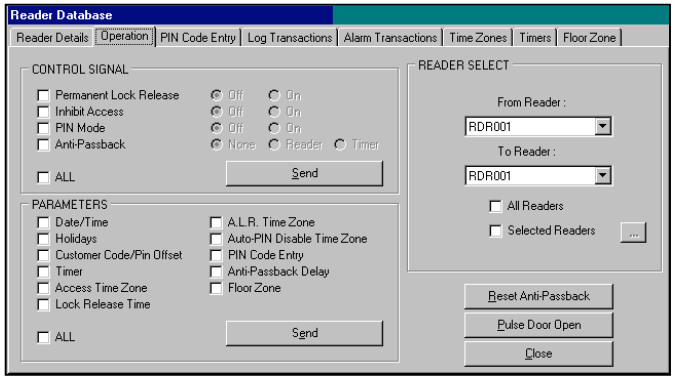
To send data of selected parameters to selected controllers.

❑ Reset Anti-passback Button

This button affects all installed controllers. It is only applied by an operator when a cardholder is trapped in the building by Anti-passback due to some operational error, or cardholder failed to exit after swiping card before door is re-locked. Similar situation might occur that a cardholder failed to enter building before door is re-locked. Once Anti-passback is reset for the cardholder to reswipe, the Anti-passback will be set ON again to all controllers.

❑ Pulse Door Open

To open door to designated readers/controllers.



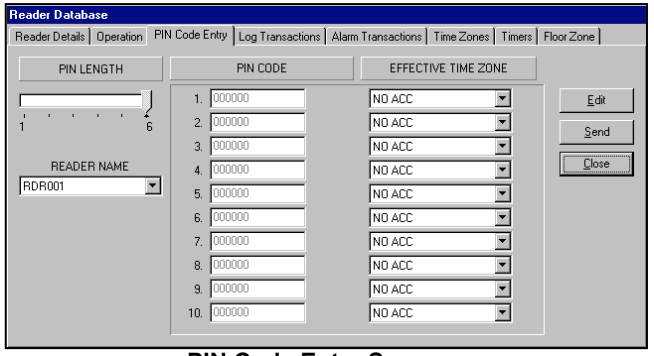
Reader Operation Screen

2.2.3 PIN Code Entry

This command is only applicable to the EL22xx series of readers (controllers) which allows door opening by PIN. The required PIN length can be adjusted by pressing on the scroll button along the scale bar.

User can record a total of 10 PIN Codes, each with distinct Time Zone. The data can only be sent to one reader (select through Combo Box), at a time. One has to click on EDIT button to input data.

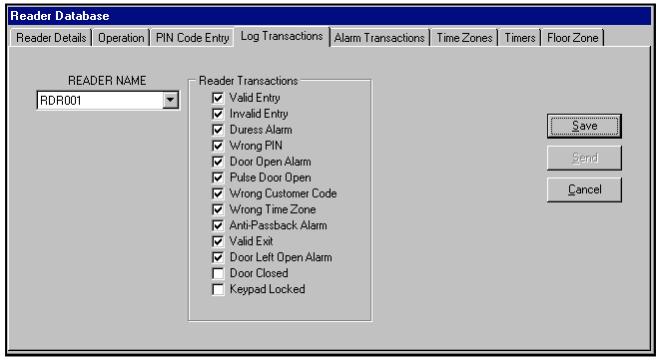
Take note that this function is not related to Card Holder Database.



PIN Code Entry Screen

2.2.4 Log Transaction

This command allows you to define the transactions that need to be logged into the transaction buffer in each controller. By selecting only useful data to be logged, storage file size and traffic of data bus will be reduced.



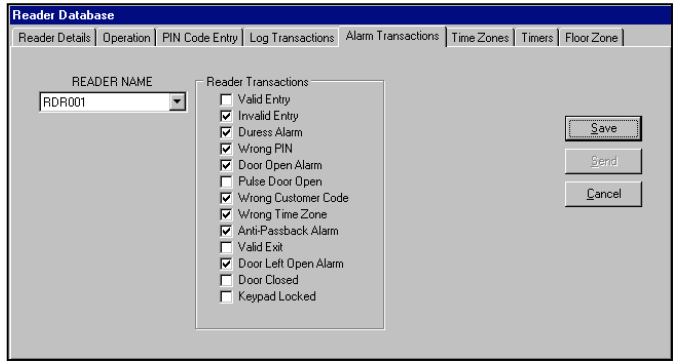
Log Transaction Screen

2.2.5 Alarm Transaction

This command allows you to define events that constitute alarm, and so requires special reporting. You can set a unique list for each reader. After setting, you can then send the parameters down to readers/controllers.

In the example given in the Form below, the following are defined as alarm events for RDR001 :-

- Invalid Entry
- Duress Alarm
- Wrong PIN
- Door Open
- Wrong Customer Code
- Wrong Time Zone
- Anti-passback Alarm
- Door Left Open



Alarm Transaction Screen

2.3 CARD VERIFY AND RECTIFY

This button is located at the bottom toolbar panel of Security Manager screen. If you cannot see it, press the left arrow button to scroll over for the rest of the available command buttons.

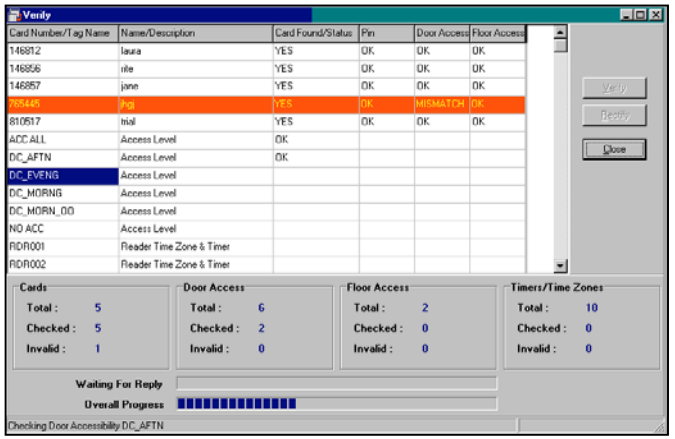
This function checks the data of cards in controllers if they match with those of the main database. By means of verification, it immediately reveals errors which may cause the occurrence of access failure without the need of lengthy troubleshooting. One can be assured of all cardholders' accessibility by applying rectification. It is recommended that an operator periodically verify data if change of records to cardholders is frequent. This is to eliminate unprecedented errors through daily operations.

- What The Function Verifies

The verification process checks through the availability of cards in the Communication Server Database. It also check Door Accessibility, Time Zone and Timer Records from the database related to each cardholder if they match with the copies in every relevant controllers. 'Rectify' downloads data that are found mismatched or missing into controllers. The system assumes that the database always correctly being updated but not always the case in controllers.

- User Interface

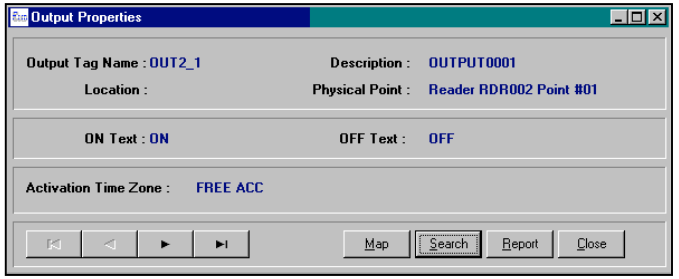
When verification or rectification process is running, both 'Verify' and 'Rectify' buttons are grayed. Highlight in blue indicates current processing record, while red indicates error has been found relative to its record. All buttons including the vertical scroll bar will only be reactivated at the completion of data processing.



Verify Screen

2.4 OUTPUT

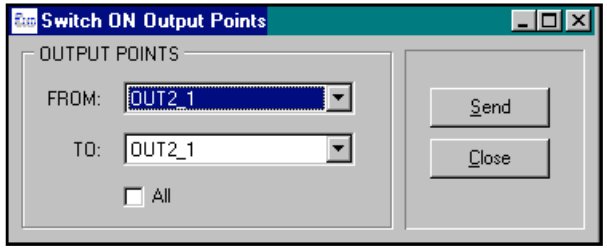
The Form displays the information of output points. One has to run the Designer Module in order to add and delete, or edit the data of an output point.



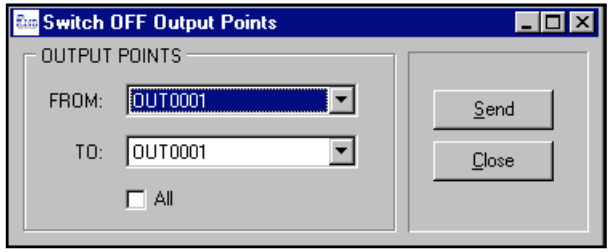
Output Properties Screen

2.4.1 On And Off Command

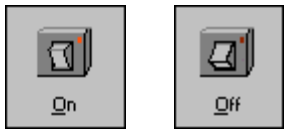
They are used to turn On or Off a range of output points. The range of output points can be selected using 'From' and 'To' combo boxes. Checking at 'All' means every output points is to be switched (to On or Off). The Send Button is to trigger the On or Off instruction for the selected points.



Switch ON Output Points Screen

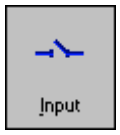


Switch OFF Output Points Screen

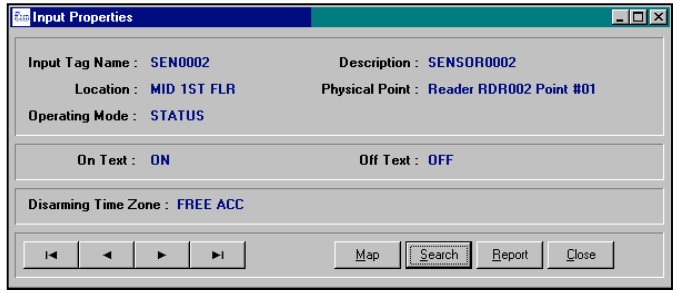


These buttons (for On and Off Command) are at the bottom toolbar panel of Security Manager screen. If you cannot see them, press the left arrow button to scroll over the rest of the available command buttons.

2.5 INPUT



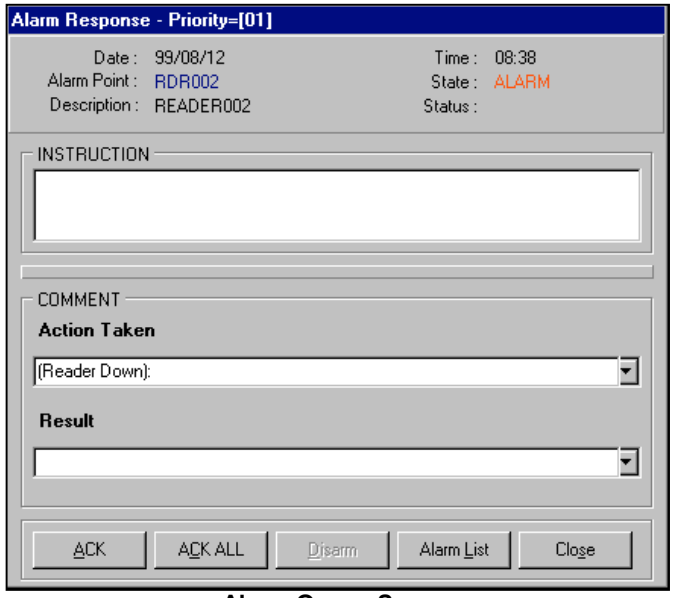
This Form displays the information of input points. One has to run the Designer Module in order to add and delete, or edit the data of an input point.



Input Properties Screen

2.6 ALARM QUEUE COMMAND

This command is used for acknowledging alarm. If buzzer is set to ON, then, when an Alarm Condition is detected, the buzzer will sound. To acknowledge the alarm, click on the button above, alarm message will be prompted together with instructions for required actions. An Alarm Queue screen.



Alarm Queue Screen

If you have defined appropriate alarm instruction through Designer Module, you will see the instruction appear at the Instruction field. You can specify the action taken and the result (Inspection Feedback) by the Combo Box and select from the list. This list is pre-defined through Designer too.

❑ Buttons

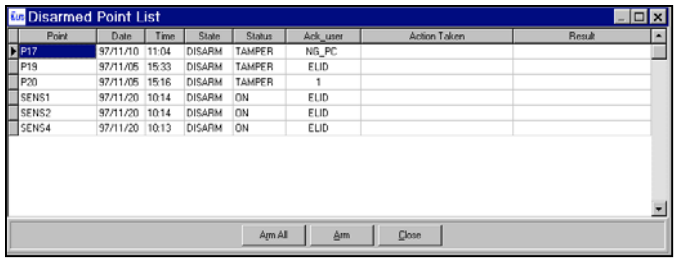
'ACK' is to acknowledge an immediate alarm.
'ACK ALL' is to acknowledge all alarms.
When acknowledging an alarm point, it has to be disarmed by clicking on ‘Disarm’ button, before rearming is possible.

❑ Alarm List

'Alarm List' is to show the list of devices currently in Alarm State and have not been acknowledged.

2.7 DISARMED SENSOR LIST

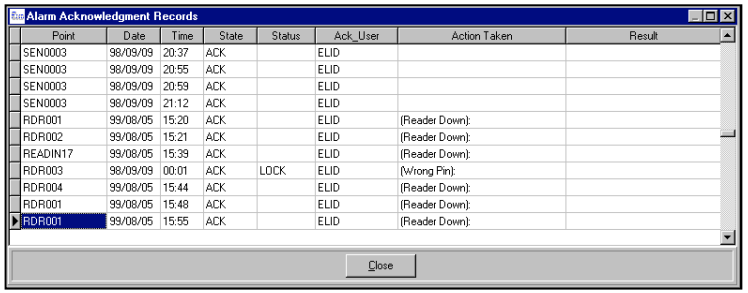
This list displays all sensors that are in disarmed state. From here, you can either arm certain sensors by clicking on ‘Arm’ button or all the sensor points by clicking on ‘Arm All’ button.



Disarmed Point List Screen

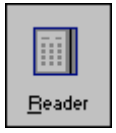
2.8 ACK HISTORY

This command is used for viewing history listing of acknowledged alarms.

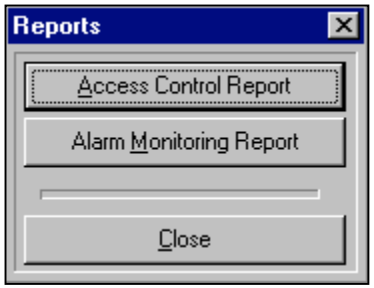

Alarm Acknowledgment Records
Point Date Time State Status Ack_User Action Taken Result
SEN0003 98/09/09 20:37 ACK ELID
SEN0003 98/09/09 20:55 ACK ELID
SEN0003 98/09/09 20:59 ACK ELID
SEN0003 98/09/09 21:12 ACK ELID
RDR001 99/08/05 15:20 ACK ELID (Reader Down):
RDR002 99/08/05 15:21 ACK ELID (Reader Down):
READIN17 99/08/05 15:39 ACK ELID (Reader Down):
RDR003 98/09/09 00:01 ACK LOCK ELID (Wrong Pin):
RDR004 99/08/05 15:44 ACK ELID (Reader Down):
RDR001 99/08/05 15:48 ACK ELID (Reader Down):
RDR001 99/08/05 15:55 ACK ELID (Reader Down):
Close

Alarm Acknowledgment Records Screen

2.9 REPORT

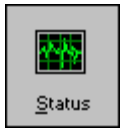


This command generates transaction report of Door Access and Alarm Monitoring.



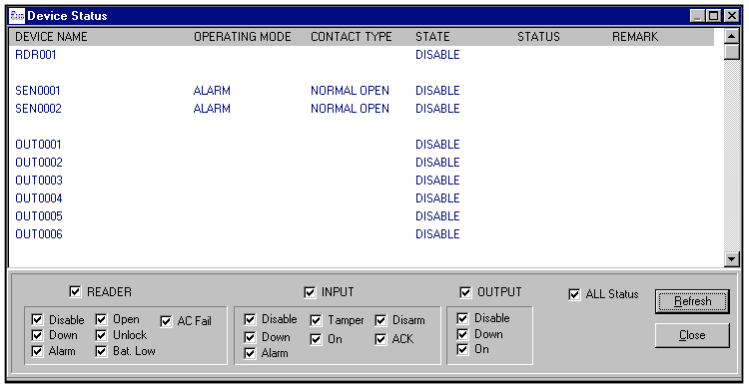
Reports Screen

2.10 DEVICE STATUS



This command shows the status of each device at one glance. One need not browse through every single map to check the status of devices. This command shows detail status of each device.

The screen displays the current status of all devices in the system. Click "Refresh" button at the bottom right of the Form to get updated status.

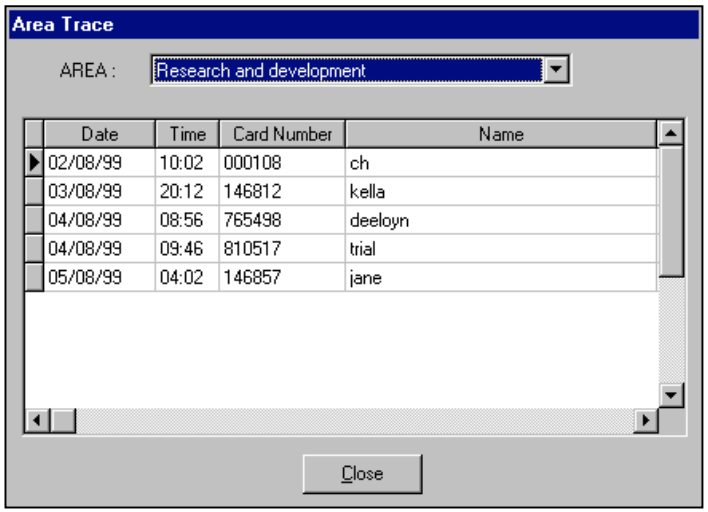


Device Status Screen

2.11 AREA TRACE

This command reveals whereabouts are the cardholders.

Click the area you desire from the Combo Box, and cardholders in the area will be listed alongside ID Number and Name.

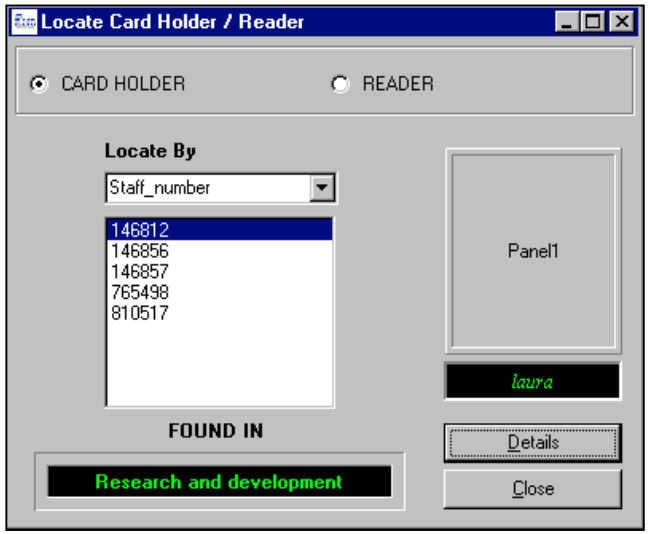


Area Trace Screen

2.12 LOCATE

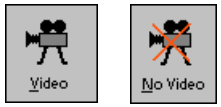
This command helps locating a cardholder or a controller. Reader in the Form means controller in this context. To search by 'Card Holder', one can request for a person by Staff Number, Card Number or Name. The latest location of a cardholder will be shown at the bottom of the Form as record is being selected from the immediate listbox. Clicking on "Details" button will display the card information of the person.

As for 'Reader', one can only select record from the listbox by Tagged Name, not by means of Unit Number or Logical Address (refer to Designer Module).



Locate Card Holder/Reader Screen

2.13 VIDEO COMPARISON

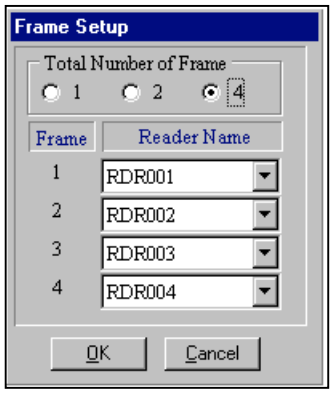


Click on the first button will bring up a Video Comparison screen, while the latter will close the screen.

This Command allows an operator to see related photo of a Swiped Card. It is useful if a CCTV is installed near a door. An operator can then compare the person captured on CCTV with the photo showing in Video Comparison screen (at the most 4 readers, as indicated by the number of frames allowed).

To setup the readers that connected to this screen, choose Setup Frame from File menu. The setup screen is as shown below. Each photo frame connects to a reader (controller).

Video Comparison Screen



Frame Setup Screen

❑ System

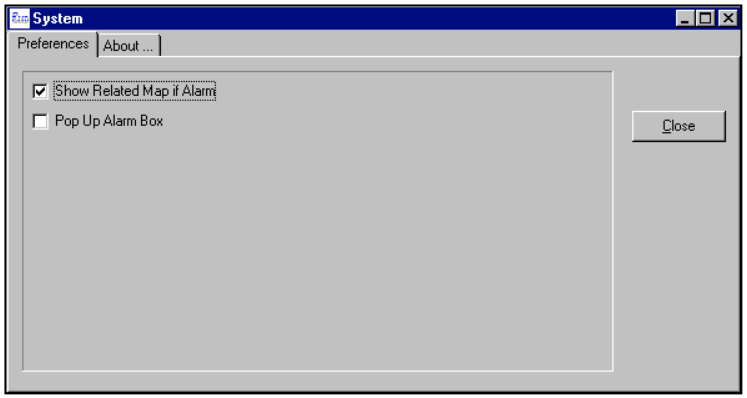
This command allows for the specification of preferences as well as showing relevant information about ***EsofLAN*** Application.

❑ Preferences Concern

Show related map if Alarm trigger.
To automatically prompt the map containing device or devices that relate to alarm.

❑ Pop-up Alarm Box

To prompt alerting box when alarm occurs.



System Screen

CHAPTER 3

3. MAP READING AND ALARM RESPONSE

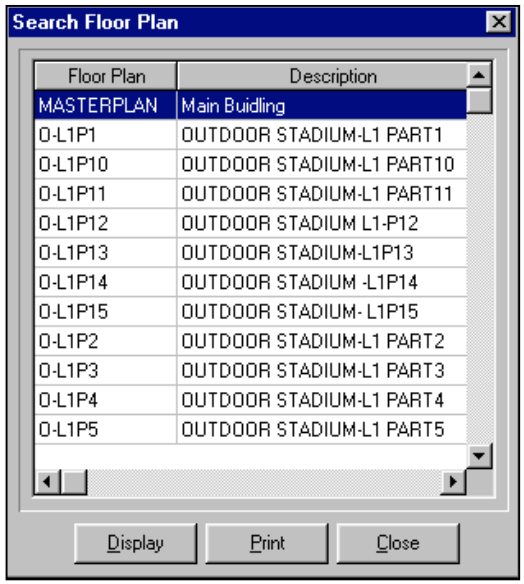
3.1 MAP COMMANDS

Take note of the bright green button on the Main Building Plan. Click on it, a first Floor Plan will appear. (This Main Building Plan could be different from yours.) On your Floor Plan, there should be representative icons of doors and alarm points.

Main Building Plan

3.1.1 Search For A Specific Floor Plan

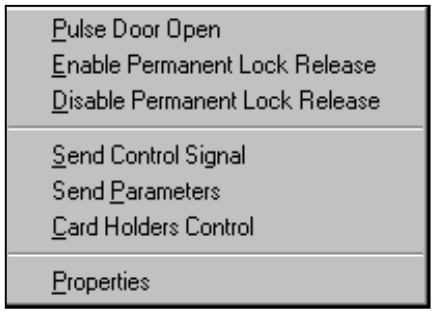
Click on the right button of the mouse anywhere on your Floor Plan, a menu panel will appear as follows. Then choose a floor and click on the mouse button again.



Search Floor Plan Screen

3.2 DOOR CONTROL ON THE MAP

Right button mouse click on the door icon of the map, the following menu panel will appear:



Pulse Door Open To open a door using your computer (especially during emergency).

Enable Permanent Lock Release To unlock a door permanently.

Disable Permanent Lock Release To lock the door permanently.

Note :

* Other operations to be ignored unless instructed by a senior personnel

3.3 ALARM CONTROL ON THE MAP

Click the right button mouse on the Sensor Icon (Alarm or Status) or any of the contact points on the map, the following menu panel wills appear:

3.3.1 Input Points

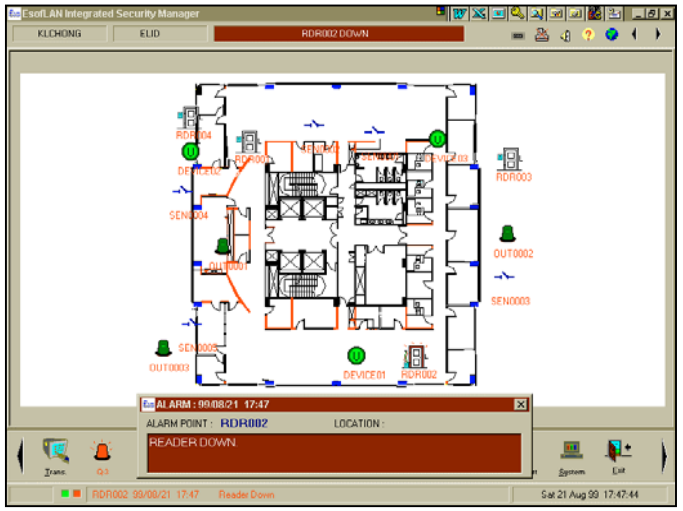
Arm - Just to arm on the Alarm Point.
Disarm - Just to disarm the Alarm Point.
Properties - To check on the details of the Alarm Point.

3.3.2 Output Points

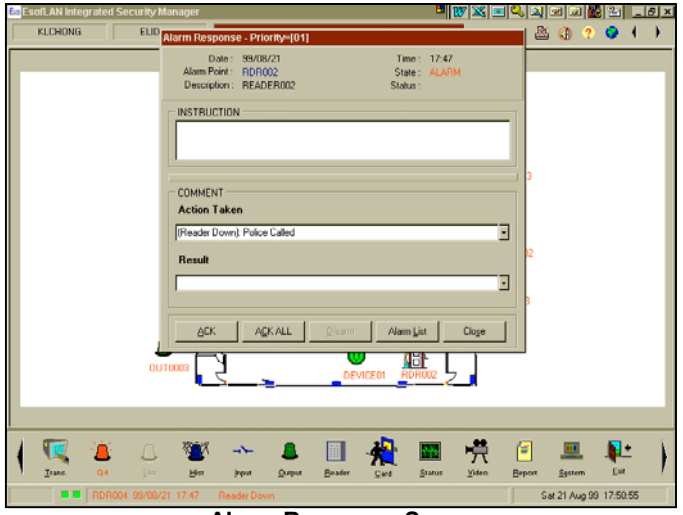
Switch On - Click to switch on the Output Points
Switch Off - Click to switch off the Output Points.
Properties - To check on the details of the Output Point

3.3.3 What Happen When Alarm Comes In

A Pop-up Box indicating the Alarm Points, to alert you. See the next screen. Click the Box and the 'Alarm Response' Dialogue Box will appear.



Alarm Screen



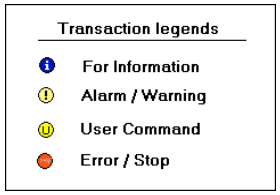
Alarm Response Screen

Read the instruction (if any, or seek help) and take action. Return to the screen and acknowledge the alarm by clicking on the '**ACK**' button.

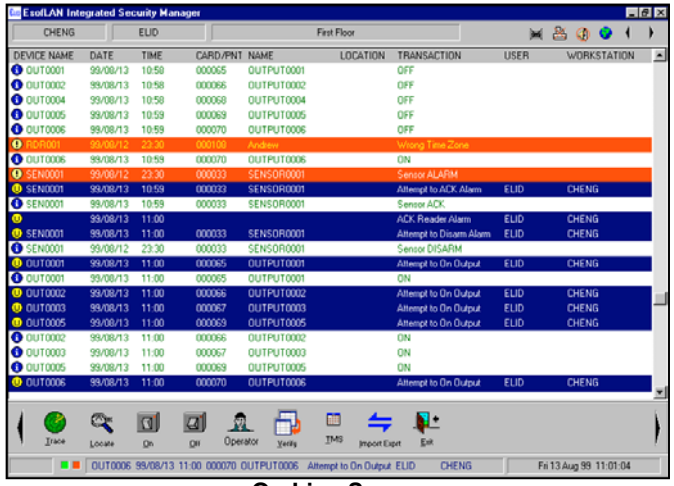
Click the '**Alarm List**' button to check whether there is any other point that has not been checked.

CHAPTER 4

4. ON LINE TRANSACTION



DEVICE NAME	For example, Reader Number, Sensor (Input or Output).
DATE	Current Date
TIME	Time of Action
CARD/PNT	Card Number/Point Number
NAME	Name of the Card Holder
LOCATION	Place of the event
TRANSACTION	Event that has taken place
USER	Personnel that log in at the PC
WORKSTATION	Identity of the Workstation

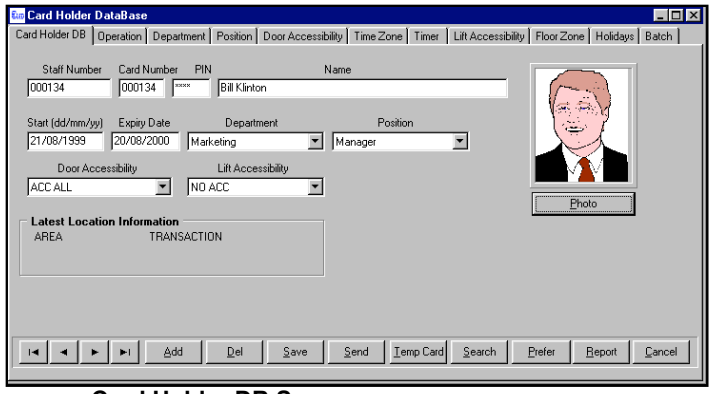

EsofLAN Integrated Security Manager
CHENG
ELID
First Floor
DEVICE NAME DATE TIME CARD/PNT NAME LOCATION TRANSACTION USER WORKSTATION
OUT0001 99/08/13 10:58 000065 OUTPUT0001 OFF
OUT0002 99/08/13 10:58 000066 OUTPUT0002 OFF
OUT0004 99/08/13 10:58 000068 OUTPUT0004 OFF
OUT0005 99/08/13 10:59 000069 OUTPUT0005 OFF
OUT0006 99/08/13 10:59 000070 OUTPUT0006 OFF
TSZ0001 99/08/12 23:30 000100 Andrew Wrong Time Zone
OUT0006 99/08/13 10:59 000070 OUTPUT0006 ON
SEN0001 99/08/12 23:30 000033 SEN5OR0001 Sensor ALARM
SEN0001 99/08/13 10:59 000033 SEN5OR0001 Attempt to ACK Alarm ELID CHENG
SEN0001 99/08/13 10:59 000033 SEN5OR0001 Sensor ACK
99/08/13 11:00 ACK Reader Alarm ELID CHENG
SEN0001 99/08/13 11:00 000033 SEN5OR0001 Attempt to Disarm Alarm ELID CHENG
SEN0001 99/08/12 23:30 000033 SEN5OR0001 Sensor DISARM
OUT0001 99/08/13 11:00 000065 OUTPUT0001 Attempt to On Output ELID CHENG
OUT0001 99/08/13 11:00 000065 OUTPUT0001 ON
OUT0002 99/08/13 11:00 000066 OUTPUT0002 Attempt to On Output ELID CHENG
OUT0003 99/08/13 11:00 000067 OUTPUT0003 Attempt to On Output ELID CHENG
OUT0005 99/08/13 11:00 000069 OUTPUT0005 Attempt to On Output ELID CHENG
OUT0002 99/08/13 11:00 000066 OUTPUT0002 ON
OUT0003 99/08/13 11:00 000067 OUTPUT0003 ON
OUT0005 99/08/13 11:00 000069 OUTPUT0005 ON
OUT0006 99/08/13 11:00 000070 OUTPUT0006 Attempt to On Output ELID CHENG
Trace
Locate
On
Off
Operator
Verify
TMS
Import Expt
Exit
OUT0006 99/08/13 11:00 000070 OUTPUT0006 Attempt to On Output ELID CHENG
Fri 13 Aug 99 11:01:04

On Line Screen

CHAPTER 5

5. INSTALL & DELETE CARDS (REQUIRE APPROVAL FROM THE SUPERIOR)

To install a new card, click the 'Card' button. From the Card Holder DB screen, click the 'Add' button.



Card Holder DB Screen

ADD
Proceed to enter :
- Staff No., Card No., Pin,
- if any Name, Start Date, Expiry Date,
- if any Dept., Position, Door Accessibility (Pick from the list)
- and the Lift Accessibility (if applicable)

Then, proceed to click the 'Send' button.

DELETE

To delete a card, click the 'Card' button. Similarly, from the Card Holder DB, click 'Search' to find the Card Number to be deleted. Then, click the 'Delete' button.

Shortcut

Go to the map and use the right mouse click at the 'Door' icon (right handed). A panel will appear.

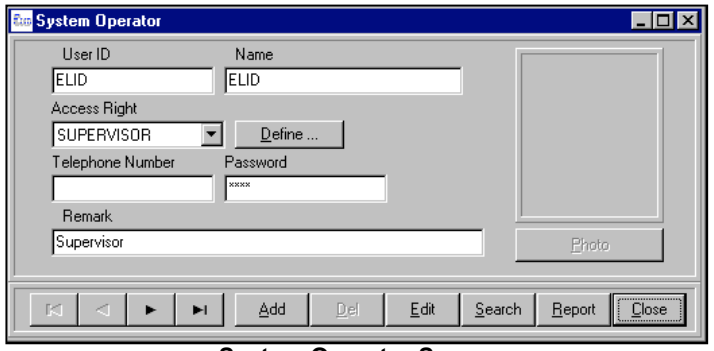
Click the 'Card Holders Control' and similar function could be performed.

CHAPTER 6

6. OPERATOR ACCESS PRIVILEGE

6.1 OPERATOR SETUP MODULE

This module is used for defining User Name, Password and Privilege of an operator. An operator can be assigned on monitoring only, and not on Card Operation. This is done by defining the operator with certain access right.



System Operator Screen

- User ID

The name of the operator to Log In/log out.

- Access Right

The Access right assigned to the operator.

❑ Password
Password for the operator.

You can also put a photograph of the operator by clicking on the photo button to load a 'bmp' formatted photo. Click on the define button for the following Form to specify Access Rights.

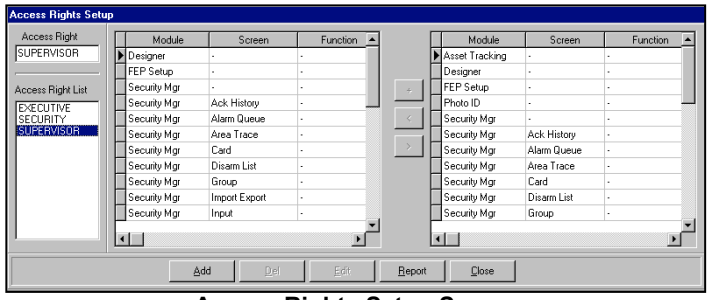
The listbox on the left displays defined Access Rights. The center list shows exactly the screen and functions relating to particular Access Rights, selected by user. For example, a supervisor have the priviledge to access into the Designer, FEP Setup(Net Setup), Security Manager Main Screen, Security Manager ACK History Command, Security Manager Alarm Queue Command and etc.

The right list contains the privileges predefined by the ***EsofLAN*** system for selection purposes.

"+" is to add a privilege to the Center List Box
"<" is to replace
">" is to remove

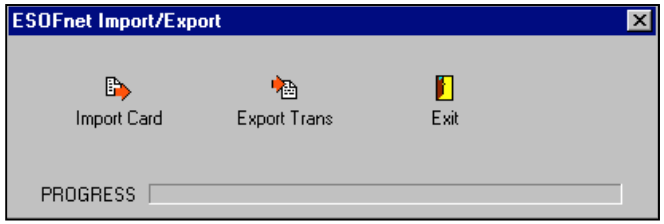
Add is to define a new Access Right while delete is to remove/purge it.
Edit is to change the Access Functions, Screen or Module of an existing Access Right.

6.2 IMPORT EXPORT



Access Rights Setup Screen

This command allows user to import card data predefined by means of a third party software, and to export transactions to a text file for the use of third party software.



Import/Export Screen

❑ Import

In order to import card data, a third party software must provide the data in a text file, with string format per record data (for field length and sequence) as showing below :-

<OP><SN><CN><NAME><DEPT><POS>

An example of a record data:

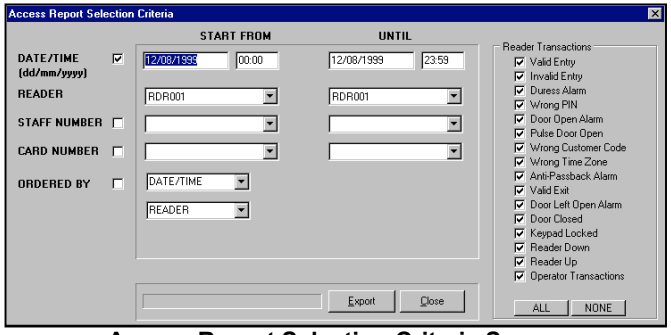
A 000110	000188	Thang Hong Cho	Marketing	Manager

OP	Operation Code, 1 character, currently requires only 'A' which represents an indicator for adding card
SN	Staff Number, 12 characters
CN	Card Number, 6 characters
NAME	Name of Card Holder, 50 characters
DEPT	Department, 30 characters
POS	Position, 30 Characters

Note that all fields must be given in fixed length. For example if a given SN field has 6 characters, then padding of another 6 character space after Staff Number in order to obtain full 12 characters string is required.

❑ Export

Click on the 'Export Trans' button. A form 'Access Report Selection Criteria' will be prompted.



Access Report Selection Criteria Screen

You can select conditions and category of transactions that are to be exported. Click Export button to enter the name of the output file and save it to a directory. A typical data record of an exported transaction:

"RDR002", "19990712", "1110", "000210", "XT00123", "Mary", "Available", "Not Available", "0", "Valid Entry"

Every field starts and ends with a double quote ("). Each field is separated by a comma (,). The order of the fields :-

1. Reader Tag
2. Transaction date in yyyymmdd
3. Transaction Time in hhmm
4. Card Number
5. Staff Number
6. Name
7. Department
8. Position
9. Transaction Code
10 Description of the Transaction Code

CHAPTER 7

7. EXIT SECURITY MANAGER PROGRAM

Click the 'Exit' button on the Bottom Command Bar and the program for the "SECURITY MANAGER" program. Choose whether you want to Shut Down or Log Out of Security Manager. The Computer will disconnect the system if you choose the 'Shut Down' option. The "Log-In Screen" will appear if you choose the 'Log-Out' option, waiting for another user to log in.

Exit Option

EsofLAN DOOR ACCESS CONTROL MANAGEMENT SYSTEM

User Manual

TABLE OF CONTENTS

CHAPTER 1 : HOW TO START THE *EsofLAN* PROGRAM MODULES 1

1.1 *EsofLAN* FOLDER 1
1.2 LOG IN SCREEN 2
1.2.1 Main Screen 3
1.3 BAR COMMAND FOR SCREEN 4
1.3.1 Top Bar 4
1.4 BOTTOM COMMAND BAR 5

CHAPTER 2 : COMMAND BAR 8

2.1 CARD OPERATION 8
2.1.1 Card Holder Database 9
2.1.2 Card Holder Operation 10
2.1.3 Department 11
2.1.4 Position 12
2.1.5 Door Accessibility 12
2.1.6 Time Zone 14
2.1.7 Timer 15
2.1.8 Lift Accessibility 16
2.1.9 Floor Zone 16
2.1.10 Holiday 17
2.2 READER OPERATION 20
2.2.1 Reader Detail 20
2.2.2 Operation 22
2.2.3 PIN Code Entry 24
2.2.4 Log Transaction 25
2.2.5 Alarm Transaction 26

2.3 CARD VERIFY AND RECTIFY 27
2.4 OUTPUT 28
2.4.1 On And Off Command 29
2.5 INPUT 30
2.6 ALARM QUEUE COMMAND 31
2.7 DISARMED SENSOR LIST 32
2.8 ACK HISTORY 33
2.9 REPORT 33
2.10 DEVICE STATUS 34
2.11 AREA TRACE 35
2.12 LOCATE 36
2.13 VIDEO COMPARISON 37

CHAPTER 3 : MAP READING AND ALARM RESPONSE 40

3.1 MAP COMMANDS 40
3.1.1 Search For A Specific Floor Plan 41
3.2 DOOR CONTROL ON THE MAP 42
3.3 ALARM CONTROL ON THE MAP 43
3.3.1 Input Points 43
3.3.2 Output Points 43
3.3.3 What Happen When Alarm Comes In 43

CHAPTER 4 : ON LINE TRANSACTION 46

CHAPTER 5 : INSTALL & DELETE CARDS (REQUIRE APPROVAL FROM THE SUPERIOR) 48

CHAPTER 6 : OPERATOR ACCESS PRIVILEGE 50

6.1 OPERATOR SETUP MODULE 50
6.2 IMPORT EXPORT 52

CHAPTER 7 : EXIT SECURITY MANAGER PROGRAM 55